



BOSTON COLLEGIATE CHARTER SCHOOL

We are looking for a detail-oriented, collaborative, and eager Upper School Director of Operations. This position reports to the Chief Operating Officer.

OUR MISSION AND VISION

The mission of Boston Collegiate Charter School is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. 100% of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

All Boston Collegiate students will... graduate empowered to choose their own directions, with options aligned with their passions and interests. They will be equipped not only to go to college, but to thrive there, and they will possess the leadership skills and mindsets necessary to make an impact in their communities and the world.

To achieve this vision of our graduates, Boston Collegiate will... be academically rigorous, equitable, and inclusive. Boston Collegiate will create opportunities for each student to thrive and will cultivate curiosity, empathy, and the unique talents that each student brings. Boston Collegiate will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

OUR STRATEGIC PLAN

Boston Collegiate's strategic plan responds to urgent issues in education, builds institutional resilience, and positions Boston Collegiate to lead as an equitable and integrated school. Pursuit of these ambitious goals will ensure that our students can continue to access the exceptional instruction, customized resources, and enriching extracurriculars that will enable them to thrive in school, in college, and beyond. Read here to learn more about our [2023/2026 Strategic Plan](#).

JOB DETAILS

Strong candidates for our position will:

- Believe in the school's core values of: scholarship, belonging, passion, responsibility, and integrity;
- Have earned a Bachelor's degree;
- Have a minimum of two years' operational experience;
- Have a minimum of two years' management experience;
- Have knowledge of and/or experience working with adolescents;
- Be able to speak authentically about the imperative for diversity, equity, and inclusion in schools and recognize how your identity impacts your work.

Our Upper School Director of Operations will:

- Work with the Chief Operating Officer, Middle School Principal, High School Principal, and Director of Family and Community Engagement to develop and execute on the vision for operations, family engagement, technology, afterschool, and facilities at our Lower School campus to ensure the best outcomes for teachers and students;
- Attend occasional evening events such as family conferences, prospective student fairs, and schoolwide cultural events;
- Manage the Upper School Operations Team: Office Manager (1), Operations Managers (2)
- In cooperation with the Chief Operating Officer, plan and provide professional development for the Upper School Operations teams (Managers, Office Team, and In-House Substitutes);
- Create and ensure compliance with campus-wide scheduling and assignments such as the master responsibility chart, van use, parking, booking for Common areas and conference rooms, etc.;
- Facilitate and track student-specific opportunities such as community service and Seal of Biliteracy;
- Build relationships with Middle and High School teachers and staff and serve as a secondary point person for all operational needs and requests;
- Assume full responsibility for and supervise the execution of test administration across the Middle and High School, including test ordering, training, preparation, schedules, accommodations, test materials, compliance, and proctoring by Operations Managers;
- Teach up to one period of Collegiate Skills 10;
- Ensure fidelity in food service management and collaborate with our School Nurse Leader and Office Manager to execute on protocols;
- Build relationships with Upper School families, at the Director of Family and Community Engagement's direction, including leading prospective student tours, onboarding, orientation, family conferences, etc.;
- Be well-versed in the school's student information system (SIS) to support all functions of the database, including the administration of schedules, grade reports, progress reports, report cards, etc.;
- Assume full responsibility for and supervise the execution of the management and communication of all schedules, including daily coverage, weekly previews, any pertinent calendars, room assignments, and space requests, etc. by the Operations Managers;
- Work in cooperation with the Lower School Director of Operations re: transportation and the school's partnership with with Boston Public Schools (BPS);
- Maintain a high standard for the look and feel of the Upper School campus, including communicating about cleanliness with the Director of Facilities, giving feedback to staff on areas of concern, assuming responsibility for the general upkeep of the Commons spaces, etc.;
- Contribute to the execution of the school's plans for staff appreciation;
- Assume responsibility of and coverage for students;

- Attend weekly meetings/professional development and receive personalized coaching;
- Communicate and collaborate effectively and proactively with colleagues, students, and families;
- Understand the importance of using data regularly to drive organizational decisions;
- Be eager to receive feedback in the pursuit of continuous improvement; and
- Collaborate and partner with the Lower School Director of Operations often to ensure equity across both campuses.

COMPENSATION & BENEFITS

- This position falls on our Non-Instructional [salary scale](#), based on years of prior experience.
- Additional compensation is awarded to those with advanced degrees or with a Special Education license.
- Why Boston Collegiate? Check out our [Value Proposition](#) to learn more about the benefits of being a staff member.

JOIN OUR TEAM

To formally apply, visit <https://forms.gle/1guzb4adYcbPVTZN7>. No telephone or email inquiries, please. Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.